

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Formal Complaint Regarding [Specific Issue]

I am writing to formally express my dissatisfaction regarding [specific issue or incident] that occurred on [date]. Despite my previous attempts to resolve this matter, it remains unresolved, prompting me to escalate my concerns to your strategic headquarters.

[Provide a detailed description of the issue, including relevant dates, locations, and any individuals involved. Include any previous communications you've had regarding the issue.]

This experience has [explain how the issue has affected you or led to your dissatisfaction with the company].

I believe that [suggest a resolution or state what you expect from the company]. I hope that your office can assist in addressing this matter promptly and satisfactorily.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Account/Order Number, if applicable]